
(Date)

MEMORANDUM

From: President, Naval Station Norfolk Chief Petty Officers
Advisory (CPOA) Board
To: Commanding Officer, Naval Station Norfolk
Subj: CPOA Board Minutes; _____ (date)

1. The Naval Station Norfolk CPOA met _____ (date). The following are the minutes of that meeting.

2. Topic:

(a) Discussion:

(b) Recommendation:

(c) Discussion:

(d) Recommendation:

3. Comments:

Very respectfully;

President

Enclosure (4)